



SAVAGE SISTERS

187 Meredith Ave

Bryn Mawr PA 19010

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MEDICATION CONTROL AND SELF ADMINISTRATION

STANDARD OPERATING PROCEDURES

1. Self-administration of medication for residents who take medication is required upon given access to medications by the house manager via the safe, unless the medication is not a mood altering substance, or psychoactive, in which case it doesn't need to be kept in a safe.

2. Safe storage of medication by the drug and alcohol recovery house and residents and procedures to address loss, theft, abandonment or misuse of medications.

- In each Savage Sisters property, there is a large safe, the house manager has the code/key to this large safe. Inside the large safe there are several smaller safes.
- Upon entry into the Savage Sisters program, all residents with medications will be logged in the In-House Medication Log, which is kept in the large safe. Residents will receive a small safe (which is kept in the larger safe) and create a code. This code will only be given to a member of the Executive Team, not residing on the premises. The individual will hand all medication that is non mood altering or psychoactive and place it in the small safe, which goes in the large safe. The house manager will log all medications, name of medication, present amount, milligrams, and date. The smaller safe will then be locked and put inside the larger safe. The large safe will be secured.

3. Safe disposal of unused, expired or abandoned medication, in accordance with State and Federal regulations.

- Within 30 days of medication being unused, expired, or abandoned, the Property Manager will dispose of it by taking it to a local pharmacy medication disposal bin. Local Pharmacies include the Rite Aid on 3000-02 Reed St, Philadelphia, PA 19146

4. Emergency procedures in the event of an adverse medication reaction or overdose on premises. The licensee shall have and make available overdose reversal medication on the premises of the drug and alcohol recovery house at all times.

- All staff, including the House Manager in charge of administering medication is to be trained in Overdose Reversal Techniques.
- All premises are to have at least 6 doses of overdose reversal medication on site.
- If an overdose takes place, staff is to immediately attempt overdose reversal, and is to simultaneously alert authorities and management.

5. Prohibition on sharing prescription medication.

- In no circumstance is a resident allowed to share their prescription medication. Sharing medication is grounds for termination.

Additional Information:

- All residents with medication must complete the intake form listing each diagnosis and medication. All medications must be current and valid. Every day residents are responsible to receive medications by 9 am via the in-house manager. The manager



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opens the large safe and allows each resident access to their personal safes. The resident will discreetly open their safe and the house manager will proceed to log the medication time, dose, and date. Each line must be initiated by both manager and resident. The resident will then secure their safe and return to the larger safe. The larger safe will then be secured. If a resident leaves, the house manager will have them sign out all medications with a date, initial, and provide them with all requested documentation, If a resident abandons their medication, Savage Sisters staff will allow a 14 days period for the individual to return and retrieve their medication. If no attempts are made, the safe will be opened by a non residential executive team member in the presence of a witness and all medications will be discarded appropriately. The medication log will show a minimum of two signatures to ensure proper documentation. The individual's safe code will be reset.